

City Plan online user guide - making a submission

Brisbane City Council publishes and maintains *Brisbane City Plan 2014* (City Plan), the local planning scheme used to guide land use, development and infrastructure coordination across the local government area. City Plan online is the digital representation of the planning scheme. Proposed amendments for public consultation are accessible via City Plan online.

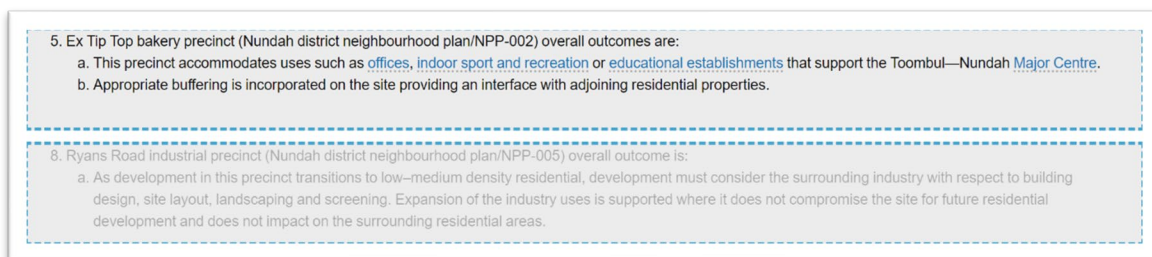
Viewing proposed amendments

- Visit [City Plan online](#).
- Select a proposed amendment from the '**News and updates**' panel.
- Proposed amendments will open in the planning scheme viewer. The left navigation panel will be filtered to show only City Plan parts affected by the selected proposed amendment.
- Click '**Show Amendment changes**' at the top of page to highlight all content proposed to be changed by the amendment.
- Changes are described in boxes with blue-dashed outlines.

Types of proposed changes



Example of proposed **changes highlighted** in City Plan online.



Examples of content proposed to be **changed** (top) or **removed** (bottom)



Proposed **new content** is highlighted green and underlined.



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B	NPM-002.1	Banyo— Nudgee — Northgate neighbourhood plan map	30 June 2014 28 February 2020
	NPM-002.2	Bowen Hills neighbourhood plan map	14 September 2018

Proposed **existing content for removal** is highlighted red and strikethrough.

Submissions

Via [City Plan online](#), anyone can make a submission on a proposed amendment as a guest or registered user during the open public consultation period.

Registered users can:

- create and save draft submissions to submit before consultation closes
- view their previous submissions.

Note: During registration, you will be asked to provide contact details. Guest users (unregistered) must also provide contact details as a requirement of making a formal submission.

Making a submission and registering as a user

1. Read the proposed amendment.
2. Select 'Make a Submission' from the top left menu on the amendment page or 'Submissions' from the home screen to access the Submissions Portal.
3. You are then able to continue as a guest or login or sign up as a registered user following the steps below:
 - Select 'login' from the home screen to enter the login page.
 - Register with a Google or Facebook account or click 'Sign up now' to use email.
 - Follow the prompts.
4. Select a submission option:
 - Make a general submission - select topics
 - Make a submission on the plan content - all proposed changes
 - Both options

Note: If the amendment allows both options, this choice is presented after login.



New submission point

Choose from the options below

Make a general submission
Select from a list of topics to submit on

Make a submission on the plan content
Select a part of the planning scheme text to submit on

Submission Points

Point	↓↑	↓↑		
Point 1				
Point 2				
Point 3	Small Lot Housing			

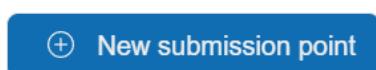
New submission point

Cancel submission

Submit

Make a submission on the plan content

Select the **'+ New submission point'** button on the page or via the left menu.



Select content for your comments from boxes with blue-dashed outlines and complete the prompted steps in a pop-up box that shows:

- a copy of the selected content
- options to support, support in part or oppose the change
- comment field.

Note, use the 'Add provision text' button to copy amendment text into the comment field for editing.

Select **'Save new point'** when you have finished each submission point. If required, your completed submission points can be reviewed and edited from a summary page.

When finished, **click 'Submit'**.



Oppose / Support / Support in part *

Support

My submission *

Add your comment in the field below.

Add provision text

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1. Other planning scheme policies provide further information and guidance on some aspects discussed in this planning scheme policy and should be read in conjunction with the information provided, to ensure that subtropical design and landscaping outcomes for buildings and outdoor spaces can be achieved. Where relevant, these planning scheme policies have been identified in the respective section of this planning scheme policy.

Confirmation

Council will send submitters a confirmation email after receiving and processing their submission. Note, these emails are not automated, so confirmation of receipt is not immediate.

More information

Learn more by visiting brisbane.qld.gov.au and searching 'City Plan online' or call Council on (07) 3403 8888.



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